



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Pupil's Name Class

Home Address

.....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School Date of Return to School

Total number of school days missed

Could you please explain the exceptional circumstances that make it necessary to have leave of absence during term time? (Please see reverse)

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.....

Do you expect to be making any further requests this academic year?

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.....

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application

Signed

Date

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AS MUCH NOTICE OF INTENDED ABSENCE AS POSSIBLE

(To be filled in by school)

PUPIL'S NAME CLASS.....

Your request for absence during term time will be authorised.

Your request for absence during term time will not be authorised because:

.....

.....

Signed

date:



OUR POLICY ON REQUESTING LEAVE OF ABSENCE DURING TERM TIME

This is an application form for you to request permission for your child to be absent from school. Taking holidays in term time will affect your child's schooling as much as any other absence and we ask parents to help us by not taking children away in school time.

There is **no** automatic entitlement in law to time off in school time to go on holiday. The Government's amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into force on 1st September 2013, state that Head Teachers may not grant any leave of absence for holidays during term time unless there are exceptional circumstances. In such cases, it is the Head Teacher who determines the number of days a child can be away from school, if leave is granted. As a consequence of these changes, school is no longer able to approve requests for holiday absence for reasons that are **NOT** considered to be exceptional. For example, the following are **NOT** considered to be exceptional circumstances:

- Availability of cheap holidays or travel arrangements
- Days overlapping with the beginning or end of term or INSET days
- Day trips and birthday celebrations
- Weddings (other than immediate family)
- Sporting fixtures or shows
- Holiday dates of siblings at other schools
- When Parents' leave of absence from work cannot be in school holidays

If you wish to take your child out of school during term time, you must apply for permission in advance using this request form. Permission for authorised leave of absence may only be granted for **exceptional circumstances** at the discretion of the Head Teacher who will take into consideration the reason for the request, the timing of the absence, the age of the child and previous attendance records.

It is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- When a pupil is just starting the school year. This is very important, as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already below 90% or will fall to below 85% as a result of taking holiday leave.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application attached. This form should be returned to school as far in advance as possible.

Further details can be found in our Attendance Policy.